

**MINUTES OF THE BOARD MEETING HELD ON 13th February
2009 AT 1000 HOURS**

Present:

Mr. D. Ellis	Chairman
Capt. M. Sansom	Chief Executive and Harbour Master
Mr. P. Fish	
Mr. J. Langan	
Mr. P. Morgan	
Mr. R. Yates	
Mr. R. Reed	
Dr. K. Sumser-Lupson	(via skype connection)
Miss. S. Leverton	Administration Assistant

Apologies:

The minutes of the January Board Meeting were approved and signed with one alteration.

Matters Arising Not On This Agenda:

The Health and Safety Report is now completed, as is the Marine Safety Statement.

Finance and Administration Report and Management Accounts 2008:

(Lesley Allan in attendance)

Rob Yates felt that the accounts were too detailed. It was agreed that Rob Yates and Richard Reed would work with Lesley Allan to agree a new, more simplistic format.

Lesley Allan reported that the accounts system has been upgraded to it improve response speed and confidentiality when accessing it within FHC.

The year-end auditors have completed their review of the accounts and are due to report shortly.

The bunkering operations are still busy, with no obvious slow-down so far.

Peter Fish suggested that debtors be considered a risk for the register. This was agreed, and debtors are to be made a standard item on the Finance Officers report so that they can be reviewed on a monthly basis.

The surplus for the year was £750,000. David Ellis wished to record his appreciation to the staff for their hard work over the past year. This was unanimously endorsed by the Board.

Lesley Allan left the meeting, 1040 hours.

Reports from Sub-Committees:

Remuneration Sub-Committee-

Peter Morgan reported that the remuneration sub-committee had met on the 19th January. The Committee had reviewed recommendations for progression points and job re-evaluations made by the Chief Executive and had approved two re-evaluations and a progression point.

It had been agreed that terms of reference for the board would be drafted by the Chief Executive based on the new Trust Port guidance. This is to be considered by the Remuneration Sub-Committee at their next meeting.

Marine Operations Report:

The SIVER CONSTELLATION, currently anchored in Falmouth Bay, has been arrested by the Admiralty Marshall for debt and detained by the MCA for having several deficiencies. She was brought into FHC waters after payment of dues was guaranteed and she is now undergoing repairs.

The desktop based oil pollution exercise went well. The idea was to test the new PISCES software, as well as the Crisis Communications Plan. Richard Reed suggested that a series of scenarios may have been more beneficial when using PISCES, as it would have been more effective in testing the software.

David Ellis asked what was being done to build in-house expertise on PISCES. He suggested that a timescale was needed for training. This is to be done before the next board meeting. Karen Sumser-Lupsen suggested that training on an international level may be beneficial, as this would give training in different port for different situations. Peter Morgan and John Langan are to have an introduction to PISCES by Harriet Knowles.

Peter Morgan asked what was being done about the channel alignment mark for the Yacht Haven. Mark Sansom said a sector light for North Quay was being looked into.

Leisure Services Report:

Barry Buist has looked into the situation with South West Water. It is not possible to supply all taps for the season without a water tower or similar. The suggestion is to put a tank in the roof of the shower block to provide one hose on the quay, which would be a compromise for one season. Boats wanting the refill tanks could come alongside the quay, and a berth would be made for this purpose. It was agreed that the reasons behind this decision would be explained in a press release, as well as in the new leisure handbook, which will be distributed to all yacht haven users.

Two claims have been made for the last lift out on the boat park. Mark Sansom commented that the facility no longer seems viable when the insurance costs and safety implications are considered.

John Langan declared an interest, and said that Challenger Marine were selected after tender to do the lift in/out in future.

KTP Associates Report:

Karen Sumser-Lupsen said that she was working with the university in Las Palmas to develop an environmental management system for ports, the models of which may be useful to Harriet Knowles to aid her research. Karen is to send through the information for this.

Harriet is to do her presentation for her mini-project, which is based on the oil spill exercise, at 9.45 on the morning of the April board meeting.

Public Relations Report:

It was requested that an explanation of a 'unit' was included in the report.

There is a release to go out every week for February, including the appointment of the new commissioners.

Falmouth Port Development Initiative:

The steering group have approved the narrative and work packages. FHC are leading on two work packages, the Bircham Dyson Bell study looking at the use of public funds and the development of a Port Master Plan. The port master plan is to be scoped by FHC and will be a joint initiative between FHC and the local planning authorities.

Prospective parliamentary candidates Sarah Newton and Charlotte Mackenzie have been briefed. There was also a meeting at Truro harbour Office with two of the heads of service on the new council (for Environment and Waste Management), and they are keen to raise the strategic profile for maritime. It was proposed that the new Chief Executive for One Cornwall be invited to have a trip in the Arrow to view the harbour.

It was reported that there had been a meeting with A&P to keep them up to date on the project and to discuss management of the media.

Unfortunately this was shortly after Terrye Teverson, the Lib Dem MP, had been briefed by A&P resulting in a rather simplistic release to the press regarding the lack of progress with the project. The release had formed the basis of an article run in the West Briton.

Terrye Teverson and Julia Goldsworthy are to be updated on the initiative by FHC. FHC are still waiting for the timeline for Ben Bradshaw. Sarah Newton has suggested a meeting with the shadow port minister, and is going to try to arrange this.

Richard Reed said he attended a meeting for the business sector of the Falmouth and Penryn Community Plan. He said the dredging project was mentioned as a priority for funding.

Peter Fish asked if FHC were also leading on the Environmental Policy work package, as their name was on it. Mark Sansom said this was an error, and that GOSW were leading on this.

Pilots Pension Fund:

The situation is ongoing, and everyone is currently briefing lawyers. The case is to be heard in February 2010. FHC's lawyers have briefed Eversheds with the supporting evidence requested.

North Quay Building Approval of Architects Fees:

It was agreed that the process should be started and that Rosemary Lynch would be authorised to complete the planning and building regulations applications, after which the situation would be reviewed. A timeline is to be presented at the next meeting.

2012 Finn Championships:

The Leisure Services Manager has discussed the event with the proposer. The event would run consecutive with the end of the winter season for the boat park, and the cost to FHC would be in the region of £2,500. It was agreed that FHC would support the event in this way, and Barry is to discuss with RCYC how best to move forward. FHC is also to work closely with RCYC regarding PR for the event.

Dragging of Crossroads Mooring:

The anchor has successfully been repositioned, but at significant cost. It has been agreed that the Argus is not to be moored there again.

Richard Reed asked if there was a known maximum loading for admiralty moorings, and is FHC liable if she had ended up aground. Mark Sansom said there were guidelines for the mooring, and that the Argus was within this, however this did not anticipate the vessel yawing to the extent that had been observed and the subsequent extra strain this put on the mooring.

Karen Sumser-Lupsen asked if this should be referred as a risk to the Audit and Risk sub-committee. Mark Sansom said there could either be an external review of the guidelines, or it could be done in-house, which may be more cost-effective. It was agreed that it would be referred to the sub-committee.

Mark Sansom is to look into whether the insurance company would cover the costs and report back at the next meeting. Richard Reed asked if he could sight the insurance policies and this was agreed.

MT JET- Failure to Recover Legal Fees:

Mills & Co have advised that it will not be possible to recover the outstanding legal fees. The case is unusual in that the P&I club agreed to pay all costs at the time of the incident, before the ship was released. Mark Sansom commented that the lesson was learnt to detain ships until a firmer assurance was gained, particularly when dealing with P&I clubs outside of Europe.

It was agreed that it was not feasible to recover the costs based on this advice.

Correspondence:

It was agreed to sponsor the Restronguet Laser sailors £2000. Sarah Leverton is to arrange the PR.

Urgent Business:

A PMSC letter of compliance, send by the MCA, has been received and a reply needs to be made by 31st March 2009. Peter Fish suggested that Audit and Risk will review this following the audit by Rowan Thompson, and then recommend the letter for signing by the Chairman. This was agreed.

A letter for bid sponsorship has been received from Destination South-West. It was agreed that the same amount of £5000 would be committed,

but that more may be offered once the donations for this year from other sponsors are known.

The March Newsletter format was agreed, and comments on the content are to be emailed to Sarah Leverton.

It was reported yesterday that £1.1billion is to be put into renewable energy by the government.

Meeting Ended: 1300 hours

Date of Next Meeting: Friday 13th March 2009